

NEVADA WATER AND WASTEWATER REVIEW COMMITTEE (NWWRC) PROPOSAL SUBMISSION PROCESS

General Requirements – Applicants anticipating the use of State and/or Federal funds to finance water or wastewater system improvements should submit the following information based on the status of your infrastructure project:

1. Improvements are necessary for the water or wastewater systems in your community, however you are unsure how to start the process of obtaining funding or evaluating the cost of system improvements. How does a community obtain funding to complete a Preliminary Engineering Report of Environmental report? The next step is to:
 - Complete the “Nevada Water and Wastewater Project Proposal” form. Fill out all the information that is known, for items not known please list N/A.

OR

2. The Preliminary Engineering Report and Environmental Report have been completed and funding is being sought for construction, engineering, and associated costs. The next step is to:
 - Complete the “Nevada Water and Wastewater Project Proposal” form.
 - Preliminary Engineering Report (PER)*
 - Environmental Report (ER)*

The applicant should submit one (1) original and four (4) copies (**total of five**) of the project proposal to one of the NWWRC Agencies listed below (packets which are incomplete will not be forward to the full committee until a complete packet is received):



**Nevada Division of Environmental Protection
Office of Financial Assistance
State Revolving Funds & AB198 Grant Program
901 South Stewart Street, Suite 4001
Carson City, NV 89701-5249
Adele Basham (775) 687- 9488 – abasham@ndep.nv.gov**



**USDA Rural Development
1390 South Curry Street
Carson City, NV 89703-5146
Kay Vernatter (775) 887-1222 x28 – kay.vernatter@nv.usda.gov**



**Nevada Commission on Economic Development
Community Development Block Grant Program
108 East Proctor Street
Carson City, NV 89701-4240
Des Craig (775) 687-4325 x1812 - dcraig@bizopp.state.nv.us**

Review Procedure - Each project proposal will be reviewed by the NWWRC as follows:

1. Upon receipt of project proposal, PER and ER, all information is distributed to the remainder of the NWWRC members within 5 working days.
2. The NWWRC will review the project proposal within 30 to 45 days after submission.
3. Following its review, the NWWRC will reply to the applicant by written correspondence. This correspondence shall include a summary of the NWWRC comments pertinent to the technical, operational, or financial aspect of the project proposal. Substantive comments by the NWWRC must be resolved prior to receiving a recommendation from the NWWRC. A recommendation from the NWWRC will state the appropriate agency or multiple agencies from which to seek financial assistance. However, a recommendation from the NWWRC does not assure funding from each appropriate agency. Each agency on the NWWRC will receive a copy of all correspondence stated above.
4. Each funding agency will follow its own full application process. Applicants seeking funding from multiple agencies must submit a full application to each particular agency.
5. If a full application varies significantly from the recommended project proposal, or if the facts have changed such that the feasibility of the proposed warrants further investigation, any member of the NWWRC may request that the project be reviewed again.
6. Assistance will be recommended only to the extent necessary to complete project activities over and above local efforts, and for solutions considered appropriate and feasible by the NWWRC.

Please note:* The Preliminary Engineering Report and Environmental Report must follow USDA Rural Development bulletins and the INC checklist. The Review Committee must have **five copies of all submitted documents (including maps/drawings) in order to distribute those copies to all the necessary members. If a revised engineering report is sent after the initial proposal submission, please send five copies of that document as well.

PRELIMINARY ENGINEERING REPORT REQUIREMENTS

A Preliminary Engineering Report (PER) for water and wastewater systems must be completed by a professional engineer registered in the State of Nevada. The signed seal of the professional engineer must be located on the cover of the PER prior to the initiation of the project proposal review process. The level of effort required to prepare the report and the depth of analysis within should be proportional to the size and complexity of the proposed project. The PER must contain a title page that includes the project title, applicant's name, preparer's name, preparer's address, preparer's phone number, and date of submittal. The PER must follow the guidelines of USDA Rural Development Bulletin 1780-2 for Water Facilities and Bulletin 1780-3 for Wastewater Facilities and the INC Quality Control Checklist for Preliminary Engineering Reports.

A table of contents must follow the title page and must clearly list each section and corresponding page number. The PER must follow the following outline and clearly present the required information contained within the outline. Upon review, additional information may be requested.

ENVIRONMENTAL REPORTS

Environmental Reports may be completed by the owner or paid consultant, typically in Nevada the reports are being completed by the Engineer of Record hired by the owner. The Environmental Report must follow the guidelines of USDA Rural Development Bulletin 1794A-602.

All Rural Development Bulletins are located on-line at (<http://www.usda.gov/rus/water/regs-bulletins.htm>)

The application form and instructions are available in both Microsoft Word and Adobe PDF formats on-line at <http://ndep.nv.gov/bffwp/nwwpa.htm>